



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Jim Young, Director of Code Compliance *JY*

VIA: Sarah Spurlock, Assistant City Manager

DATE: February 23, 2015

SUBJECT: RFP 04-015 for Code Compliance Special Magistrate

ACTION STATEMENT:

The City Commission will elect an appropriate candidate and alternate to serve as the Code Compliance Special Magistrate, as well as authorize the City Manager to negotiate a contract with the selected individual(s).

BACKGROUND:

Pursuant to Florida Statute 162.03, the City of Key West established a Code Compliance system with quasi-judicial hearings being overseen by a special magistrate. The purpose of these hearings is to provide an opportunity for substantive due process for alleged code violators and the City of Key West, as well as hearing certain appeals as provided by the Code of Ordinances.

In 1998, an RFP was issued soliciting bids from qualified attorneys seeking to act as the City's Code Compliance Special Magistrate. At that time J. Jefferson Overby submitted a proposal and was awarded the contract and has been given multiple extensions to this contract. The current contract expires February 28, 2015.

On January 25, 2015 the Invitation to Bid was published in the Citizen newspaper. On February 9, 2015 at 9:00 a.m. a mandatory pre-proposal conference was held at the City Commission Conference room, 3126 Flagler Avenue, Key West, FL. On February 19, 2015 the three sealed bid proposals were opened at the City Clerk's Office. The three individuals that responded to the RFP are J. Jefferson Overby, David Van Loon and Jed R. Schneck.

MEMORANDUM

FINANCIAL IMPACT:

There is no financial impact associated with the actual RFP. Depending on the number of qualified applicants and their proposed fee schedules, the City will pay current market rate for a Code Compliance Special Magistrate.

RECOMMENDATION:

Since there is no Ranking Committee the City Commission will rank and select one applicant to act as the Special Magistrate and one applicant to be the alternate role according to the following evaluation criteria;

- A. Qualification and experience in litigation and quasi-judicial proceedings **Max. 30 points**
- B. Prior experience as judicial or quasi-judicial officer **Max. 20 points**
- C. Training and experience in Florida local government **Max. 20 points**
- D. Proposed fee arrangement **Max. 25 points**
- E. Demonstrated positive community relations **Max. 5 points**